



DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

SERVICE ASSISTANT (MAINTENANCE AND OPERATIONS) OPEN/SPOT SUTTER COUNTY

ONE DAY FILE-IN- PERSON	<p>May 12, 2011</p> <p>You must APPEAR AND COMPLETE OR TURN IN YOUR APPLICATION IN PERSON at the location indicated below on the above date. Applications filed by another person, by mail, faxed or submitted prior to or after the file date will not be accepted for any reason. Applicants MUST provide proof of identification in order to file their application.</p>
WHO SHOULD APPLY	<p>This is an open spot examination for Sutter County only. Applications will not be accepted on a promotional basis.</p>
HOW TO APPLY	<p>Application forms (STD 678) will only be accepted on May 12, 2011, within the hours of 7:00 A.M. to 3:00 P.M. at the following location:</p> <p>Sutter County Department of Water Resources Sutter Maintenance Yard 6908 Colusa Highway Sutter, CA 95982 (530) 751-8361</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p>
IDENTIFICATION REQUIRED	<p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.</p>
SALARY RANGE	<p>\$2130 - \$2297</p>
ELIGIBLE LIST INFORMATION	<p>An Open Spot for Sutter County eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
EXAMINATION DATES	<p>The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held during June/July 2011.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the minimum qualifications for this examination by the one day file-in-person date, May 12, 2011.</p> <p>Successful completion of a formal maintenance and operation work experience training program such as under the Manpower Development and Training Act, the Job Corps, the Neighborhood Youth Corps, the Work Incentive Program (WIN), the California Conservation Corps, the Concentrated Employment Program (CEP), or experience gained through similar programs administered by State agencies.</p> <p>Candidates must provide information on their application or on an attachment that indicates when they completed the "work experience training program", where the training was provided and what the training covered.</p>
POSITION DESCRIPTION	<p>The Service Assistant (Maintenance and Operations) classification is designed as a pre-apprenticeship class to qualify incumbents as Hydroelectric Plant Operator Apprentice, Hydroelectric Plant Electrician Apprentice, or Hydroelectric Plant Mechanic Apprentice or Civil Maintenance Apprentice. Employees in this class perform necessary and productive work under supervision while receiving comprehensive training in general operations and maintenance work. Incumbents are expected to maintain satisfactory progress in learning through on-the-job training and formal academic training to attain a level which would qualify for the apprenticeship class examinations. Failure to become qualified for appointment to one of the apprenticeship classes within a 24-month period will be considered evidence of unsatisfactory progress and cause for termination.</p>

Position exists with the Department of Water Resources in Sutter County.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00% . In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.
SCOPE OF EXAMINATION	Qualifications Appraisal Interview/Performance – Weighted 100.00% In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's: A. Knowledge of: 1. Basic tools and equipment used in simple maintenance repair work. 2. Safe work practices. B. Ability to: 1. Read and write English and perform basic arithmetic and to learn and progress in knowledge and skills to enable incumbent to qualify for the Civil Maintenance Apprentice class.
VETERANS PREFERENCE	Veterans Preference Credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points through the State Personnel Board. Due to changes in the law (effective January 1, 1996), VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.
GENERAL INFORMATION	

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.jobs.ca.gov/jobs.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Robert Frisk at (916) 651-6930.

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